

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR		CONTRACTING TASK NO.		AMENDMENT	SO ORDER NUMBER	ATTACH
QSS Group, Inc.		99124 406			560-039-02-05-89	01

TASK TITLE: (NTE 80 characters; include Project name)

IMD Development

APPROVALS: (Type in printer grade and font)					
ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)		DATE	ORG CODE	MAIL CODE	PHONE
Charles Chidekel <i>[Signature]</i>		9/21/00	568	568	301-286-4293
BRANCH HEAD		DATE	CODE		PHONE
Fred Huegel <i>[Signature]</i>		9/27/00	568		301-286-2285
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)		DATE	CODE		PHONE
see Robert S. Lehair, Jr. <i>[Signature]</i>		10/24/00	560		301-286-6588
FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? (If YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)		CONTRACTING OFFICER'S QUALITY REP.		DESIGNATED FAM:	
(X) NO () YES					

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.	(To be completed by Contracting Officer) C.O. Requested Quote on: Date: OCT 26 2000
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Contractor will develop specification or statement of work under this task for a future procurement (X) NO () YES	
Flight hardware will be shipped to GSFC for testing prior to final deliver () NO () YES (X) N/A	
Government Furnished Property/Facilities: (X) NO () YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)	
Onsite Performance: (X) NO () YES	If yes: (X) TOTAL () PARTIAL If partial, indicate onsite work in SOW by asterisk (*)
Surveillance Plan Attached: (X) NO () YES	
Highlighted Contract Clauses: (to be completed by Contracting Officer)	

The effective date of this Task Order is the date of the Contracting Officer's signature below.

INCENTIVE FEE STRUCTURE (check one)
(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	<u>X</u> No. 1	No. 2	No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(to be completed by Contracting Officer)

The target cost of this task order is \$ 26,119.

The target fee of this task order is \$ 1,698.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 27,817.

The maximum fee is \$ 2,482.

The minimum fee is \$0.

AUTHORIZED SIGNATURE		
THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"		
<i>[Signature]</i> SIGNATURE OF CONTRACTING OFFICER	12/8/00 DATE	Theresa J. Becker TYPED NAME OF CONTRACTING OFFICER
CONTRACTOR'S ACCEPTANCE		
_____ AUTHORIZED SIGNATURE		_____ DATE

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QSS Group, Inc.	NAS5- 99124	406	

Applicable paragraphs from contract Statement of Work:

STATEMENT OF WORK: (Continue on blank paper if additional space is required)*This is a follow-on to Task 192 under this contract.*

In support of the Electrical Systems Center (ESC), Code 560, the contractor shall provide electrical engineering services to help promote ESC's capabilities. These services initially will include the following: development, maintenance, and upgrade of the ESC and its Branches web sites including adding database capability and creating an Administrative Toolkit.

PERFORMANCE SPECIFICATIONS:

1. Error free and accurate performance of tools and functions added to the site including: search feature, database and administrative tools. Error free performance does not extend to the server hardware and will be judged by software performance alone.
2. Design of site must be in compliance with all applicable NASA website design guidelines and requirements.
3. Reports and Documents: Technical performance will be based on thoroughness and completeness of written reports. Acceptable performance is that the ATR is satisfied that the material reflects the proper level of technical expertise and meets the objectives of the activity. Reports shall be delivered to the ATR both as a hard copy and in MS Office compatible format via either diskette or email.
4. Technical Progress Report: Acceptable performance is that the ATR is satisfied that he is being kept informed of the status of work performed and of issues requiring his attention.
5. Management: Performance will be measured against the following metrics: (1) accomplishment of objectives; (2) clear, incremental progress; (3) responsiveness to issues; (4) efficient and appropriate staffing; and (5) coordination with and good working relationship with ATR and other related contractor efforts, if applicable.

APPLICABLE DOCUMENTS:

User Requirement Document for NEPP

TASK END DATE: 9/30/01**MILESTONES/DELIVERABLES AND DATES:**

1. Technical Progress Report: monthly, 15th day of the month
2. Administrative Toolkit: 12/31/00
3. Proposed redesign of ESC website: 1/31/01
4. Incorporate Search Capability in ESC website: 3/31/01
5. Incorporate database into ESC website: 6/30/01
6. Complete ESC website redesign: 8/31/01
7. Incorporate Customer Feedback: by end of FY quarter in which received

PERFORMANCE STANDARDS:

Schedule: On-time completion/delivery of the above
Technical: ATR's acceptance of the above

FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):

Charles Chidekel, building 5, room W077